

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us </p>	Office Use Only (08/15)
	Requested by _____ Date _____
	Approved by _____ Date _____
	Certification Date _____
	Certificate Expiration Date _____

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: VCNA Prairie, LLC

d/b/a: Prairie Material

Address: 7601 W. 79th Street

City/State/Zip: Bridgeview, IL 60455

Telephone Number(s) include area code: 708-458-0400

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.	<input checked="" type="checkbox"/>
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FEI Number: 26-1320351

Social Security Number:

2. Name and Address of the Company's Principal Office (answer only if not the same as above)

Name: VCNA Prairie, LLC

Address: 7607 W. 79th Street

City/State/Zip Bridgeview, IL 60455

3. Major activity of your company (product or service): Concrete manufacturing and delivery

4. Project on which your company is bidding: General city contracts for concrete supply

5. City of Urbana contact staff assigned to contract: Todd Rent

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	x	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Margaret Tyburski</u> Title: <u>Director, People & Management</u> Telephone: <u>708-728-8391</u> Email: <u>margaret.tyburski@vcimentos.com</u>	x	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.	x	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	x	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	x	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	x	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	N/A	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		x
I.	Does the company have collective bargaining agreements with labor organizations?	x	
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	x	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		x
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		x

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	36	5	35									
Professionals	4	3							1			
Technicians	24		20				2		2			
Sales Workers	10		9				1					
Office & Clerical	35	5	26	5	3		6					
Craft Workers (Skilled)	64		54		3		6				1	
Operatives (Semi-Skilled)	643	5	447		102		93				1	
Laborers (Unskilled)	35		29		3		3					
Service Workers	4		1		2		1					
TOTAL	855	18	621	5	140	5	112	4	3	2	2	1

N = MALE. Column B is sum of Rows D, F, H, J and L.
 F = FEMALE. Column C is sum of Rows E, G, I, K and N.
 Date of above Data: 9/30/2016

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs	3							
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	2							
Operatives (Semi-Skilled)	18							
Laborers (Unskilled)								
Service Workers								
TOTAL	23							

*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors: Data provided in Table B will be verified by worksite inspections.

TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs	2							
Professionals	1				1			
Technicians	2				3		1	
Sales Workers	1		1		1			
Office & Clerical								
Craft Workers (Skilled)	4		3		4		1	
Operatives (Semi-Skilled)	2				17		2	
Laborers (Unskilled)	36		16		8		2	
Service Workers								
TOTAL	71		20		24		6	

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Margaret Tyburski
Signature

Margaret Tyburski Director People & Management
Printed Name and Title

margaret.tyburski@vcimentas.com
E-mail Address

6/19/17
Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES NO

2. Have you enclosed your company's EEO statement?

YES NO

3. Have you enclosed your company's Sexual Harassment policy?

YES NO

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong. Identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black or African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, actors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Draft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, haters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, tapping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.



Employee Handbook

Non-Bargaining Unit

WELCOME TO PRAIRIE

The Employee Handbook is designed to provide you with an overview of the Company including its policies, procedures, and benefits relevant to your employment. We intend for the Employee Handbook to outline what you can expect from us and what we expect from you. Please use it as a ready reference to answer most of your questions regarding your employment with us.

The content of the Employee Handbook constitutes only a summary of the employee benefits, personnel policies and employment regulations in effect at the time of publication. In the case of insurance and similar benefits, the current plan documentation will prevail.

The Employee Handbook is provided as a guide and is not to be considered a contract of employment. Prairie reserves the right to make changes to policies, procedures and other statements made in this Handbook at any time, with or without notice, because of changing business conditions, federal and state laws and organizational needs. If any of the policies, procedures and or statements contained within the Employee Handbook conflict with State or Federal laws, then State and/or Federal laws will prevail. Some changes may be printed and distributed to employees during the period between reprinting of this Employee Handbook.

Employees are employed at the will of the Company without any established specific term of employment. Your employment and compensation is for no definite period of time and may be ended at any time either by yourself or Prairie with or without notice and with our without cause. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees. The lack of guarantee or employment contract applies to all benefits, privileges, and working conditions at Prairie.

You are encouraged to thoroughly read the Handbook and then sign the Acknowledgement Form at the back of this manual, and give it to your supervisor or the Human Resources Representative within five business days of receipt.

A. GENERAL EMPLOYMENT PRACTICES & POLICIES

1. Equal Employment Opportunity

Prairie is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age,

physical or mental disability, marital status, sexual orientation, amnesty, ancestry, or status as a veteran, disabled veteran, or Vietnam era veteran or any other basis protected by federal, state, or local law or ordinance or regulation, except where sex, age, or physical condition is a bona fide occupational qualification.

Prairie Material does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

Each supervisor is responsible for Equal Employment Opportunity. If you feel that you have not been treated in accordance with this policy, you should contact your supervisor or any member of management or your Human Resources Representative to discuss the matter.

2. Americans With Disabilities Act Policy

In compliance with the ADA Act, it is the policy of the Company to prohibit employment discrimination against qualified individuals with disabilities and to make reasonable accommodations to qualified persons with disabilities unless to do so would pose an undue hardship or pose a safety threat to the employee, co-workers, or others. It is the responsibility of all supervisors to ensure that all qualified individuals with disabilities who are employed by us, as well as persons applying for jobs with us, are treated fairly and given opportunities equal to those provided to others working or seeking work here.

The Company will consider reasonable accommodations for qualified individuals with disabilities who have demonstrated their abilities and skills and can perform the essential functions of their job. This does not mean that we will lessen our qualification standards nor are we required to give preferential treatment to individuals with disabilities.

We are committed to complying with the ADA requirements. We encourage all employees to help us achieve this objective. We should all work together to see that opportunities are available for qualified persons with disabilities.

3. Non-Harassment

Prairie and all affiliates, subsidiaries and operating divisions are committed to providing its employees with a work environment that is free of unlawful discrimination, including harassment, on the basis of any legally protected status. Accordingly, Prairie prohibits sexual, racial, and other harassment based on protected group status and will not tolerate any form of harassment, including

sexual harassment, in violation of this policy against any employee by anyone, including co-workers, supervisors, partners, vendors, clients, or any prohibited harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment.

The conduct prohibited by this policy includes unwelcome conduct, whether verbal, physical, or visual, that is based upon the individual's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, sexual orientation, or other protected group status as defined by law. Prairie will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment. Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based on his or her protected status.

Prohibited sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of the conduct by an individual is used as the basis for any employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is not limited to explicit demands for sexual favors. It can include other unwelcome conduct based on sex, whether directed toward a person of the opposite or same sex, and also may include such actions as

Verbal: Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presences, of a sexual nature.

Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

Visual: Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.

Textual/Electronic: "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter.

Everyone at Prairie is responsible to help assure that our workplace is free from all forms of prohibited harassment. If you believe you have experienced or witnessed any conduct that may be inconsistent with this policy, you are to immediately notify your supervisor or manager. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any member of management or the Human Resources Department. Human Resources can be reached by calling either 708-728-6391 or 708-563-5812.

Be assured that you can raise concerns and make reports without fear of reprisal.

An employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

Resolution Outside Company:

- Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953

- Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350

Springfield TTY: 217-557-1500

- United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000
Chicago TTY: 800-869-8001

Prairie forbids retaliation against anyone for reporting harassment, registering a complaint pursuant to this policy, assisting in making a harassment complaint, participating in an investigation, or filing a discrimination charge or otherwise pursuing his/her rights under the Illinois Human Rights Act. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report it to their supervisor or manager or any member of management or the Human Resources Department.

Every effort will be made to ensure that complaints of harassment or discrimination are investigated promptly and effectively. While we cannot guarantee confidentiality, it's the intent of the Company that information concerning the complaint be shared on a "need-to-know" basis only with those persons necessary to complete an effective, thorough and objective investigation of the harassment allegations.

If an investigation confirms that a violation of this policy has occurred, Prairie will take corrective action, including discipline, up to and including dismissal, as is appropriate under the circumstances. In the event of harassment by an individual who does not work at Prairie, Prairie will take corrective action reasonable and appropriate under the circumstances.

4. Overview of the Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) makes it unlawful for an employer to hire any person who is not legally authorized to work in the United States and it requires employers to verify the employment eligibility of all new employees.

IRCA also prohibits discrimination in hiring and discharge based on national origin (as does Title VII) and on citizenship status. IRCA's anti-discrimination provisions are intended to prevent employers from attempting to comply with the Act's work authorization requirements by discriminating against foreign-looking or foreign-sounding job applicants.

- IRCA's anti-discrimination provisions apply to smaller employers than those covered by EEOC-enforced laws.